

**DRAFT version June 29, 2004**

**FIRE ENVIRONMENT WORKING TEAM  
CHARTER**

**I. BACKGROUND**

The Fire Environment Working Team was formed in 2004 to establish an integrated programmatic approach to the activities that were formerly the responsibility of the NWCG Fire Danger, Fire Weather, and Fire Use Working Teams; and some activities associated with the NWCG Training Working Team (Fire Behavior Committee); and to coordinate with Geographic Center Manager's Predictive Services Group, WFLC's Fire and Air Issues Coordinating Group, and the National Weather Service Corporate Board. The commonality of these groups is that they are focused on measuring and predicting the wildland fire environment.

**II. NAME**

The name of this Team is Fire Environment Working Team of the National Wildfire Coordinating Group; hereinafter referred to as the Team.

**III. AUTHORITY**

This Team is established pursuant to the Memorandum of Understanding establishing the National Wildfire Coordinating Group and the Interagency Agreement for Meteorological Services.

**IV. MISSION**

The purpose of the Team is to provide interagency oversight, strategic direction and vision relating to measuring and predicting the wildland fire environment.

**V. GOALS**

The Team's goals are:

- To ensure the capability to monitor environmental conditions concerning wildland fire
- To ensure the organizational structure exists to feature emerging technologies that further our understanding of the wildland fire environment
- To provide for the archiving of environmental information
- To ensure the wildland fire fighting agencies and the National Weather Service have the capability to predict the future characteristics of the wildland fire environment
- To provide an interagency forum to collect, address, and make recommendations on application, training, and enhancements to the models and systems of the wildland fire environment

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- To actively solicit information to ensure customer needs are assessed and prioritized
- To identify and implement products that meet customer needs
- To ensure that our customers can effectively use the products
- To ensure interdisciplinary strategy coordination and collaboration
- To provide a forum for input into research priorities
- To coordinate organizational funding and in-kind contributions to wildland fire environment initiatives

## **VI. ORGANIZATION**

The Team is under the direction of the National Wildfire Coordinating Group. A member of NWCG is assigned as a liaison for the team's activities.

The team is composed of members, strategic partners, and support personnel.

Team leadership will consist of a two person executive committee including a chair and vice chair elected by the members. Team leadership should be reevaluated every two years by the team.

Standing committees operate under the direction of the Team. They are: weather, behavior, fire danger. Each standing committee is represented by their respective chair and has an approved charter and operating plan under the Team. Other standing committees or task groups may be organized as needed.

## **VII. MEMBERSHIP**

The membership shall be comprised of:

- Federal Fire Director
- National Interagency Fire Budget Team Representative
- National Interagency Fuels Team Representative
- Fire Weather Committee Chair
- Fire Behavior Committee Chair
- Fire Danger Committee Chair
- National Predictive Services Group Chair
- Fire/Air Issues Coordination Group Chair
- Fire Regime & Condition Class Working Group Chair
- National Weather Service Corporate Board Representative

The Team's strategic partners are:

- USFS Research Representative
- Joint Fire Science Program Representative
- IRMWT – Chair

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Representatives and alternates will be selected by the entity they represent and will serve for a minimum of 2 years. The Team requires continuity in representation.

The Team's support organization will consist of:

Executive Secretary

Facilitator

## **VIII. RESPONSIBILITIES**

Executive Committee (Chair and Vice-Chair)

- Drafts program of work and budget proposals
- Sets agenda for regularly scheduled meetings in conjunction with the facilitator
- Schedules special meetings as needed
- Makes decisions on behalf of the team between team meetings as needed

Chair

- Submits a 3 year strategic plan to NWCG Executive Secretary
- Submits an annual strategic plan update by December 1 each year
- Submits annual accomplishment report by September 15 each year
- Serves as the team's spokesperson as needed
- Accountable for achieving meeting objectives in conjunction with the facilitator
- Assigns work for special projects or assignments
- Selects ad hoc subject matter experts to assist in issue resolution
- Prepares and signs correspondence approved by the members
- Solicits replacement team members as vacancies occur

Vice Chair

- Responsible for tracking on going projects
- Draft annual accomplishment report
- Provides follow up on project assignments to members and/or standing committees to ensure timely completion
- Acts in the capacity of the chair in the absence of the chair

Executive Secretary

- Accountable for documenting meeting proceedings and decisions in accordance with NWCG standards and guidelines
- Maintains a permanent file of the group activity
- Distributes team documents to team members and NWCG Webmaster

Facilitator

- Manages the meeting according to the direction of the chair
- Develops strategies and processes to work through various agenda items
- Follow the meeting schedule according to established timeframes

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### **Members**

- Solicit issues and agenda items from the constituents they represent for inclusion in the Team meeting agenda
- Attend and engage in all regularly scheduled meetings
  - In the rare occasion that a member cannot attend, an alternate must be identified who will fully represent the absent team member
- Provide background information relating to agenda items to the executive secretary three weeks prior to the scheduled meeting
- Accept and complete work assigned by the chair
- Disseminate information to constituents and agencies

### **Strategic Partners**

- Engage in a customer to customer relationship with the team
- Attend and engage in all regularly scheduled meetings
  - In the rare occasion that a strategic partner cannot attend, an alternate must be identified who will fully represent the absent strategic partner

### **Subject Matter Experts**

- Provide expertise from their subject matter areas to the team as requested

## **IX. MEETINGS AND REPORTS**

A. Meetings: At least three (3) meetings will be held annually. One of the three meetings will be designated to prepare annual operational plans and to identify areas of investigation. Meetings will be scheduled and agendas provided in advance to members of the Team. Meeting locations and times will be scheduled one year in advance. Five Team members will normally constitute a quorum.

B. Reports: Special findings and reports will be appropriately published after being approved by the NWCG. Work plans will be submitted to the NWCG annually. Meeting schedules, financial considerations, recommended areas of investigation, work schedules, and work area descriptions will be submitted with the work plan.

## **X. APPROVAL**

This Charter is effective as of the date of approval by the Chair of the NWCG and the Director, NWS Office of Services. The Charter may be revised upon recommendation of a majority of the Team members with the concurrence of the signatory parties.

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NWCG Chair

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Date

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Director, NWS Office of Services

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Date